IMPORTANT PHONE NUMBERS

Wanda Evans

evansw@lee.army.mil

(804) 734-3045

Gail Willis

willisg@lee.army.m

(804) 734-4582

DOC FAX #: 804-734-4633

website: www.lee.army.mil/doc

USBANK: 888-994-6722

UNICOR: 800-827-3168

JWOD: 877-438-5963 **FAX:** 877-329-5963 www.jwod.com

MANDATORY BPA for Office Products for the Army:

https://emall.prod.dodonline.net

PURPOSE

The purpose of this training is to provide information about the installation level business process utilizing the Government Purchase Card to make micro-purchases.

Micro-purchase: Procurements at and under the threshold of $2,500 ($2,000 construction)

Agenda

- Background of the Credit Card Program
- Module 1 - Acquisition Practices
- Module 2 - JWOD
- Module 3 - Cardholder Responsibilities
- Module 4 - Billing Official Responsibilities
- Module 5 - Dispute Facts
- Module 6 - Do Not Buy/Check First List
- Module 7 – Ethics Training

History of IMPAC

- Fort Lee began in 1992
- Used for purchasing supplies and services under $2,500
  - Replaced Imprest Funds
- US Bank, Minneapolis, MN.
- Customer Service available 24 hours a day, 7 days a week: 1-888-994-6722

Source Priority

- Activity/Installation Inventories
- Wholesale Supply Sources
- Industries for the Blind and Severely Handicapped (NIB/NISH)/JWOD
- DoD E-Mall for ALL office supplies
- GSA
- Federal Prison Industries (UNICOR)

Activity/Installation Inventories

- Must check with DEL to see if the item is on inventory
- Special procedures are available for class 9 repair parts (Appendix D in guideline book)

Federal Prison Industries (UNICOR)

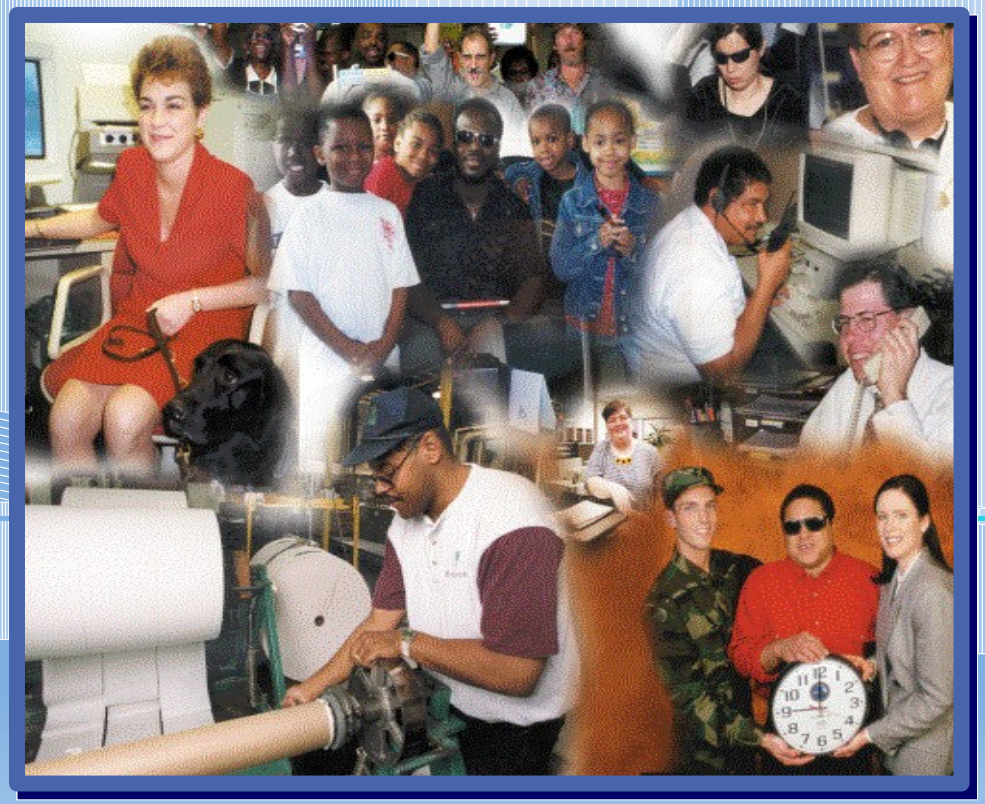
- **Federal Customers are no longer required to obtain waiver authorization to purchase items up to $2,500 from UNICOR. However, we do ask that you consider UNICOR prior to purchasing locally.**
- **Orders should not be split into separate orders to keep under the $2,500 threshold.**
- **Website: www.unicor.gov**

Industries for the Blind and Severely Handicapped (NIB/NISH)/JWOD

- Utilize the VIB store on Fort Lee first.
- Utilize the Mandatory Army Blanket Purchase Agreements (BPAs) at the DOD Emall
- What is JWOD??

Creates job opportunities for Americans who are blind or severely disabled!

Legally… It's the Right Choice!



Federal Acquisition Regulation Part 8.7

Meets Executive Order 13101

(Purchasing recycled products)

The right choice for the environment! (for purchasing recycled products)

Meets Executive Order 13101

Buying

Javits–Wagner–O'Day

JWOD

SKILCRAFT®

- Creates Training And Job Opportunities
- Promotes Independence
- Lowers The Unemployment Rate
- Saves Taxpayers Money

Purchase JWOD/SKILCRAFT office supplies from local serve marts OR

DOD Emall Army BPA

www.emall.prod.dodonline.net

SKILCRAFT®

Javits–Wagner–O'Day JWOD

Your Mandatory Source!!

No Waivers Even For Micro-purchases!

SKILCRAFT®

Javits–Wagner–O'Day
JWOD

Wholesale Supply Sources

- The credit card is not to be used to circumvent the Supply System utilizing good national stock number items.
- However, if the item is:
  - Long lead item
  - Coded Local Purchase
  - Considerable cost savings

Then local purchase (open market) is permissible. Document your file.

Special Requirements

Does purchase fall into one of these categories?

- **Property Accountability**
  - **Majority of purchases under $2,500 will not require property accountability but “nice to have items” need accountability**
- **Automated data processing equipment (ADPE)**
  - **Check with DOIM on procedures (Mrs. Kim Walton, 734-7536)**
- **Training and Audiovisual (TASC)**
  - **Approval from DOIM prior to purchase (Mr. Michael Rhodes, 734-7323)**
- **Hazardous Material (HAZMAT) (Coordination with DEL, Mr. Craig Norris, 734- 3772)**

SECTION 508

- Effective 1 Oct 04, micro-purchases are required to conform with Section 508 of the Rehabilitation Act.

- Section 508 requires individuals with disabilities, who are members of the public seeking information or services from a Federal department/agency, have access to and use of information and data that is comparable to that provided to the public without disabilities.

- If a non-conformant Electronic and Information Technology (E&IT) micro-purchase is procured on or after 1 Oct 04, and there is not sufficient documentation to support that micro-purchase, persons with disabilities can file administrative complaints or bring civil actions in Federal court against the agency.

SECTION 508 (Cont)

☹**Electronic and Information Technology (E & IT) includes,**

but not limited to:

Telecommunications products (such as telephones)

Information kiosks and transaction machines

World Wide Web sites

Multimedia (including videotapes)

Office equipment (such as copiers and fax machines)

Computer hardware and software

Acquisition Practices

Summary:

- **Source Priority must be followed !!!**
- **Make sure approvals are received prior to purchasing and retain copies of the approvals (CIO AUTHENTICATIONS, EMAILS, ETC.) for the files!! PBO items require a DA3161.**

SINGLE PURCHASE LIMIT

- **Single purchase limit WILL NOT exceed $2,500 at anytime (unless coded for training or printing or as a Super-user).**
  - **If your known requirement exceeds this threshold, YOU MUST submit a request thru ACQUILINE/PRWEB to the Contracting Office for purchase.**
  - **It is prohibited to split a known requirement into multiple purchases in order to circumvent the $2,500 single purchase limit.**
  - **Known Requirement: Known at time of purchase.**

Cardholder Responsibilities

- Billing Cycle dates: 24th to 23rd
- Purchase only items authorized
- Follow procedures on Acquisition Process
- You cannot exceed $2,500 at anytime!! (unless your card is coded for printing or training only)
- Prior to account setup, your Budget Analyst must approve your 30 day monthly dollar limit.

Cardholder Responsibilities

- **Retention of Cardholder Files for a period of three years, three months. (worksheets, receipts, packing slips, approvals, all supporting documentation, etc.)**
- **Billing Officials must retain the original documentation for a period of six years, three months.**

Mandatory Training Websites:

- ***http://clc.dau.mil (mandatory course for all cch & bo. Within 30 days from this training date, you must submit the completion certificate to AOPC)***
- ***https: //wbt.care.usbank.com (for web-based training on the usage of CARE)***
- ***http://www.section508.gov/index.cfm?FuseAction=RegisterUniverse (mandatory course for all cch & bo)***
- ***https://care.usbank.com (CARE website for transactions)***

userid & password –Online registration for CCH

APC will assign for BO

Other Websites:

- **https://emall.prod.dodonline.net (mandatory office supply website)**
- **https://purchasecard.saalt.army.mil (information regarding the purchase card program)**
- **https://wbt.care.usbank.com (functioning within CARE)**

(Customer Automation and Reporting Environment…CARE)

- **Web-based automated transaction processing system.**
- **Cardholders approve transactions and monthly statements.**
- **Billing Officials review cardholder transactions and certify invoice for payment.**
- **Payments are made electronically to DFAS Lawton.**

CARE Business Rules

- Certifying Officer's certification initiates the EDI transmission **(The Entire Bill will be Paid!!)**
- Bank electronically transmits BO's certifications as obligations/invoices to DFAS
- Any disputes should be done in the following billing cycle

Business Rules (continued)

- **Reallocation – Cardholders can reallocate to different Appropriation codes (APC) within CARE**
- **Obligation rejects are by line item**
- **One reject, the entire Invoice rejects**

  (All rejects are returned to APC for correction) AOPC will contact the BO for paper submission to DFAS)
- **Rebates are paid quarterly, credited to the cardholder account (DO NOT DISPUTE)**
- **Rebates and credits offset debits**
- **Credit balances (credits when there are no debits) are paid by check quarterly and sent to the AOPC**

Cardholders Responsibilities (Invoice Certification)

- **Register online for your userid & password when you receive your credit card**
- **Transactions can be approved *any time* during the month via C.A.R.E.**
- **Cardholder will edit each transaction stating items purchased (description) in the Log Item Detail tab and Log Detail tab. You must keep a log of all purchases to include a checkbook balance of allotted funds.**
- **Statements can be approved only *AFTER* the close of the billing cycle (24th of each month)**
- **Statements *will be* approved by cardholder within three working days after the close of the billing cycle.**

Cardholders Responsibilities (Invoice Certification) cont'd

- **Use the Log Item Detail, Log Detail and Transaction Detail tab in CARE**
- **Annotate that hand receipts have been issued, when required and the DA 3161 with the original receipts**
- **Give receipts (packing, register slips) , DA3161, hard copy of statement and approvals to BO for the files within three working days from the end of the billing cycle**
- **Disputes will be done on the delayed system. (The following cycle)**
- **Complete the DAU DOD Government Purchase Card Tutorial online within 30 days from this training date and forward/fax a copy of the certificate to 804-734-4633**

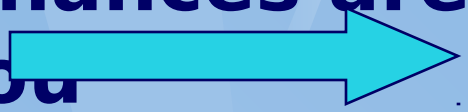
What causes Declines?

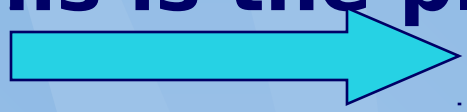
- **The card has not been activated**
- **The Merchant Category Code is blocked**
- **The 30 day limit has or will be exceeded**
- **The card has or will exce… office limit (Billing Offici…**

Would you like to go to a Bed & Breakfast?

- Want Room Service?
- Want a Bar in every room?
- All drinks are on the rocks?
- Lifetime Accommodations?
- Or maybe some waterfront property?

Then chances are this is the place for you





This could be your new residence if you fail to comply with the laws!!!

Credit Card Misuse Penalties

- ☹ Require written explanation to the DOC and Garrison Commander
- ☹ Warning Letter to Cardholder or Billing Official through the DOC or Commander
- ☹ Collection of Funds
- ☹ 8 hours of retraining….Ugh!!!!!
- ☹ Cancellation or Suspension of ca
- ☹ Disciplinary Action/Article 15
- ☹ Jail/Penitentiary

Cardholder Responsibilities

Summary:

- **Cardholder cannot exceed $2,500 at anytime!!!**
- **You MUST use the Log Item Detail, Log Detail and Transaction Detail tab in CARE and have a log of some type for all purchases made**
- **You have up to three working days to certify your statement in CARE**
- **Reallocation of funds MUST be done prior to approval by the Billing Official**
- **Take the DAU DOD Government Purchase Card Tutorial online and submit a copy of the certificate to AOPC within 30 days**
- ***Complete the DAU DoD GPC Refresher Training @ http://clc.dau.mil***

Billing Official Responsibilities

- Approve all credit card transactions prior to Cardholder initiating
- Review cardholder purchases to include supporting documentation
- Be involved and Be aware!!!! Ultimately you are responsible for all purchases made by your Cardholder(s)

Billing Official Responsibilities

- Billing Statement will be available for certification on the 24th of each month
- 30 Day Limit
- Fill out signature form
- An Alternate Billing Official should be trained and appointed
- Entire Bill will be paid, regardless!!

Billing Official Responsibilities

- **Approve or Decline transactions**
- **Certify the statement within five days from the end of the cycle**
- **Check and Approve Reallocations**
- **Certify Invoice for payment**
- **Notify us when you leave. A billing official must always be onboard for the cardholders.**
- **Take the DAU DOD Government Purchase Card Tutorial online and submit a copy of the certificate to AOPC within 30 days**

Billing Official Responsibilities

- ALL original receipts and backup documentation will be kept for six years. Copies of the billing official statement and cardholders transaction detail, printed from CARE, must be kept with the receipts.
- You are just as liable as the cardholder for all charges. Be sure to take action on any inappropriate charges, otherwise, you may be held accountable as well.
- No more than seven cardholders per billing official unless you can justify and then waivers must be granted.
- You are to certify the statement in CARE within five business days from the end of the cycle.

Billing Official Responsibilities (Invoice Certification)

- Invoice can ***ONLY*** be certified ***after*** all cardholder statements have been approved.
- Billing Official has the ***option*** of approving cardholder's transactions and statements on behalf of the Cardholder within the cycle timeframe and up to 15 days from the end of the cycle.
- ***After 15 Days of*** the close of the billing cycle, the Billing Official ***MUST approve*** any transactions and statements not approved by the cardholder under their own account.

Late Payment Notices

- **Sent out 45 days after cycle date**
- **60 days past due, automatic suspensions of cards**
- **If you get to 180 days, you will shut down all cardholders and billing officials**
- **Two Suspensions on the account in one year will cause permanent closure of the credit cards**
- **What causes late payments?:**
  - **Payment has not been received**
  - **Delinquencies are reported monthly to the TRADOC CG.** NO LATE PAYMENTS TOLERATED!

Advance Payments

- According to Visa rules and regulations, NO advance payments should be made on the credit card. A vendor should not charge your credit card until the supplies have been shipped, or the services performed.

Dispute Facts

It's a fact that:

- ***Withholding payments is not cost effective***
- ***Only a fraction of purchases result in a dispute***
- ***Majority resolved without formal intervention***

Basis for Disputes

- Unrecognized
- Defective merchandise
- Unauthorized Purchases
- Duplicate processing
- Merchandise/service billed not received
- Merchandise returned

Items not Disputable

- Taxes
- Shipping and handling charges
- Foreign exchange rates

Dispute Procedures

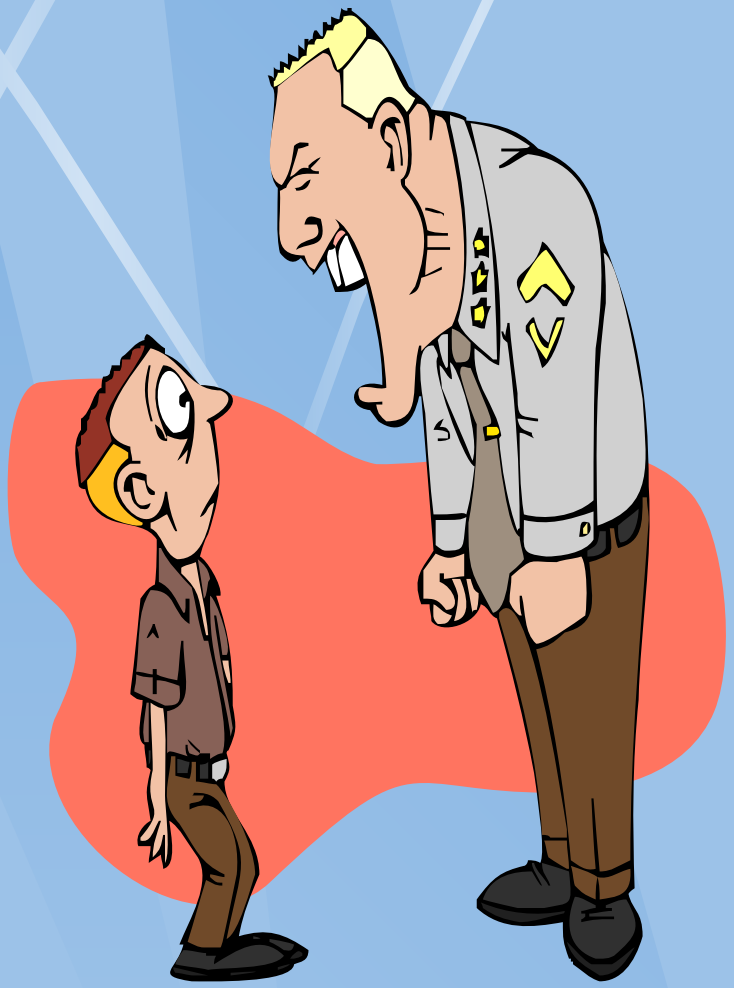
- Cardholder attempts to resolve dispute directly with Vendor
- Delay dispute process for items “Billed but not Received”
- Cardholders have 60 days from the time the charge hits the statement to file a dispute
- DISPUTES MAY BE DONE IN THE CURRENT BILLING CYCLE, however, the delayed dispute method is preferred. Either way, you are still going to pay for the charge up front.

Dispute Procedures

- Contact vendor to work out the dispute.
- Ask vendor to fax you a copy of the credit voucher.
- Watch for the credit to appear in CARE.
- Contact Wanda Evans, 734-3045, if credit is not granted.

DO NOT BUY OR CHECK FIRST LIST

A. **Cash Advances (No exceptions!!)**
B. **Rental or lease of land or buildings**
C. **Telecommunications (major telephone systems)**
D. **Janitorial services (MUST get DEL approval) this also includes shampooing carpet! (Mr. Kevin Nestor, 734-5086)**
E. **Personal clothing or footwear, EXCEPT emergencies or safety items**



F. Rental or lease of motor vehicles, UNLESS DEL gives written approval.

G. Printing or copying MUST be used with DAPS. If DAPS cannot provide the service, YOU MUST go through DOIM for approval.

H. Telephone calls.

I. Repair of GSA leased vehicles.

J. Purchase of money orders.

K. ADPE equipment may be purchased **HOWEVER,** you need approval from DOIM FIRST in the form of a CAPR. Equipment includes: computer hardware, software, fax machines, copiers, pagers, cellular telephones or radios.

L. **NO** airline, hotel, restaurant (Where the TDY card should be used.) Conference rooms are authorized. (**LIGHT** refreshments require the activity to have a registration fee). Other services may be available if using contingency funds.

M. Gasoline or oil for vehicles. Gasoline for mowers MUST be obtained from the DEL motor pool.

N. Postage stamps are okay providing you are not on a mail distribution system. YOU MAY USE THE CARD FOR

O. NO CONSTRUCTION OVER $2,000

YOU MUST get prior approval from DEL on all construction under $2,000. This also includes carpet installation and self help projects. NO EXCEPTIONS!!!

P. **NO Entertainment & morale/welfare/recreational (MWR) products unless authorized. You should use unit or NAF funds first. This also includes organizational day**

Q. **NO GIFTS!!!!** **This includes retirement and going away presents!! (Unless you have contingency funds)**

R. **Promotional items require SJA APPROVAL.**

S. Small arms, ammunition or highly controlled items. This also includes paint ball apparatus.

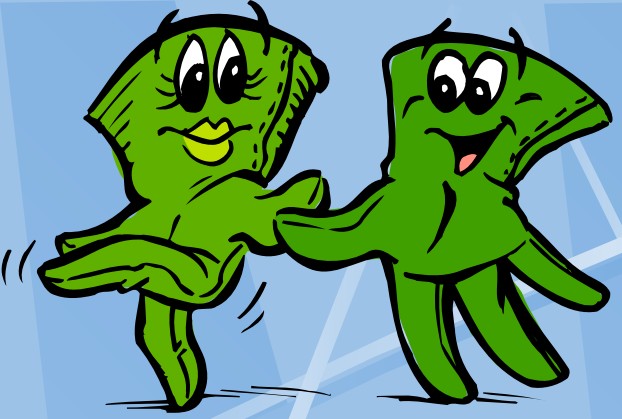
T. Training & audio visual equipment may be purchased but **YOU MUST** get approval first from DOIM.

U. Furniture rules as previously discussed.
**Christmas trees & seasonal decorations are permissible.

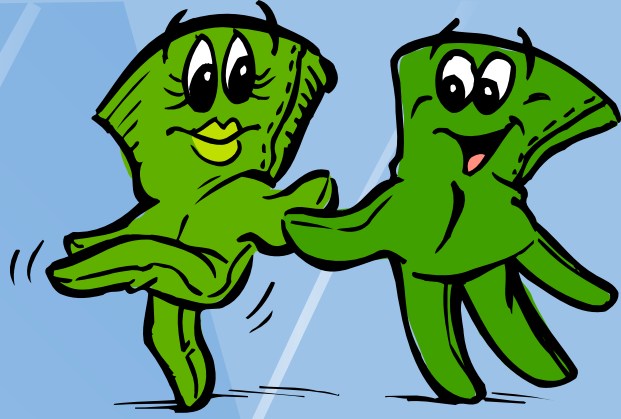
V. NO FOOD, UTENSILS, PLATES, COFFEE POTS, MICROWAVE
(Unless you are a dining facility, 24 hour operation, ETX

W. Bottled water is prohibited, unless you have no running water or operable drinking fountain in your building.

X. Hazmat (The Hazmart must give you approval to order on your card.)



YOU MAY



- Purchase Business cards from NIB/NISH or make them yourself, however, white card stock only and no additional software . Only recruiters or CID agents may have them printed at DAPS and DAPS ONLY!!
- Purchase a refrigerator for your activity.
- All Subscription & Registration fees.
- All Training, college courses and materials (if approved by your activity).
- Make Purchases from the internet and AAFES

What Basic Principles Are Behind the Government Integrity and fairness Rules?

You should keep in mind these 4 basic principles in your relations with non-Federal entities:

1. You **may not** give **preferential treatment** to any non-Federal organization or private individual.
2. You **may not misuse your public office** for your **private gain** or that of others, including non-Federal entities.
3. You **may use *Government resources*** only for ***authorized purposes***.
4. You **must avoid *conflicts*** between personal interests and your official duties.

DO - Disclose waste, fraud, abuse, and corruption to appropriate authorities

EMPLOYEES' RESPONSIBILITIES UNDER EXECUTIVE ORDER 12674 (as amended)

CONTINUED:

DO NOT - Use nonpublic information to benefit yourself or anyone else.

DO NOT - Solicit or accept gifts from persons or parties that do business with or seek official action from DOD (unless permitted by an exception).

DO NOT - Make unauthorized commitments or promises that bind the Government.

Examples

- **Conflict of Interest**
- **Bribery**
- **Kick Backs**
- **Theft**
- **Acceptance of Gratuities**

Cost of Fraud, Waste & Abuse

- **Loss of jobs (A move to contractors to reduce cost).**
- **Loss of Quality of Life Programs (child care, youth activities, etc).**
- **Reduction in activity funding.**
- **Criminal manipulation of an Army System (GPC, DEL, DOC, etc).**

What Should You Do?

- Do not be afraid to contact CID for assistance. (734-1490)
- As a government employee…..”If you suspect it……Report it!

Benefits

- Stops the loss of funds and government property.
- It may save your job
- Eliminates criminal elements in your activity leading to increased morale.
- Incentive awards for reporting fraud, waste and abuse.

EMPLOYEES' RESPONSIBILITIES UNDER EXECUTIVE ORDER 12674 (as amended)

CONTINUED:

DO NOT - Use Federal property for unauthorized purposes.

DO NOT - Take jobs or hold financial interests that conflict with your government responsibilities.

DO NOT - Take actions that give the appearance that they are illegal or unethical.

OGE 450 Form

1. **Everyone who will spend more than $100,000 A YEAR MUST file the form**

2. **Who do you file it with and when???**
   Your SJA, Ethics Counselor, beginning of each FY.

In Closing

- **You have a responsibility to report all fraud, waste and abuse.**
- **You may remain anonymous!!!!!!**
- **CID Fraud, Waste and Abuse Hotline: 717-245-3076**
- **Questions….please call CID at 734-1490**

Bottom Line

You are responsible for all charges…

Don’t give ANYONE your credit card!!!

ANY QUESTIONS??